

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

HAZARDOUS MATERIALS PROGRAM MANAGER

DEFINITION:

Under direction, to plan, coordinate and direct a City-wide hazardous materials management program; to direct and supervise personnel in the performance of professional level hazardous materials management work; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Ensures City compliance with a variety of Federal, State, and local regulations regarding the storage, use, and disposal of a wide variety of industrial and consumer chemicals and compounds;
- Supervises the development of handling and disposal procedures and regulations;
- Reviews hazardous materials legislation for impact on City operations and services;
- Serves as a technical reference source and advisor to other City departments and management;
- Acts as the City's liaison to regulatory agencies and others on hazardous materials issues;
- Develops City-wide employee hazardous materials training programs;
- Develops educational materials, activities and programs pertaining to hazardous materials and hazardous wastes;
- Supervises professional level industrial waste inspectors responsible for the coordination and development of individual facility management plans, emergency response and contingency plans, and coordinating individual disposal operations;
- Conducts mandated training classes.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

College graduation with a Bachelor's degree in Chemical Engineering, Environmental Engineering, Sanitary Engineering, Environmental Health, Industrial Hygiene, Chemistry, or Biology; **AND** four years of professional level experience managing a City-wide hazardous materials program, which must include one year at the lead or supervisory level.

- * **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.